

**MINUTES OF THE
NCSL PLANNING COMMITTEE**

June 16, 2003 – 3:00 p.m. – Senate Majority Caucus Room

Members Present:

Sen. Peter C. Knudson, Co-Chair
Rep. Greg J. Curtis, Co-Chair
Sen. Gene Davis
Sen. Dan R. Eastman
Sen. Paula F. Julander
Sen. Michael G. Waddoups
Sen. Carlene W. Walker
Rep. Marda Dillree
Rep. Brent H. Goodfellow
Rep. David L. Hogue
Rep. Roz McGee
Rep. Carol Spackman Moss
Rep. LaWanna Shurtliff

Members Absent:

Rep. Wayne A. Harper
Rep. Ty McCartney
Rep. Merlynn T. Newbold

Staff Present:

Mr. Michael E. Christensen, Director
Ms. Beverlee LeCheminant, Secretary

Note: A list of others present and a copy of materials can be found at <http://www.image.le.state.ut.us/imaging/history.asp> or by contacting the Office of Legislative Research and General Counsel.

1. Committee Business

Rep. Curtis called the meeting to order at 3:10 p.m.

MOTION: Sen. Eastman moved to approve the minutes of the June 2, 2003 meeting. The motion passed unanimously. Sen. Knudson, Sen. Davis, and Rep. Harper were absent for the vote.

2. Fund Raising Letter

Ms. Annette Moore, Secretary of the Senate, distributed a draft of a fund raising letter which has been approved by Sen. Davis. She indicated that the letter is a letter of introduction encouraging lobbyists to join with the Legislature in making the 2004 NCSL Annual Meeting the best ever.

Rep. Curtis asked Rep. Hogue to serve on the Fund Raising Subcommittee with Sen. Davis. Rep. Hogue agreed to serve on the Fund Raising Subcommittee.

MOTION: Sen. Walker moved to approve the fund raising letter to be sent out to lobbyists. The motion passed unanimously. Sen. Knudson was absent for the vote.

Ms. Moore asked who would be making the decision about who the fund raising letters will be sent to. Rep. Curtis asked her to work with the chairs on that issue.

Rep. Curtis stated that there are also people that could be approached to see if they would be willing to participate with fund raising on a smaller scale.

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Sen. Davis requested that the Speaker and the President assign someone to work with the fund raising subcommittee in raising funds from the private sector.

Rep. Curtis indicated that he would contact Lane Beattie from the Chamber of Commerce regarding people from the private sector who could help the committee raise funds.

3. Report on Sales Tax Exemption

Mr. Bill Asplund distributed a letter from the Utah State Tax Commission. He indicated that the letter states that the Commission will not be able to grant a sales tax exemption to NCSL.

Ms. Taylor stated that staff would report back at the next meeting with some options the committee may want to consider regarding this issue.

4. Subcommittee Reports

Brochure and Logo Subcommittee

Mr. Stewart Smith stated that in terms of brochures that are available to the committee, that the Utah Travel Council and the Salt Lake Convention Bureau will ship, at no cost, as many brochures as the committee can use. They also have a variety of other things to attract the NCSL attendees to stay in Utah longer or come early to see other parts of the state.

Mr. Smith indicated that Ms. Linda Worrell from NCSL has a designer working on the logo and that there will be two or three options to choose from.

Mr. Smith said that the Tabernacle Choir is in the process of publishing a new CD which the committee could possibly purchase at cost for the 2004 NCSL Annual Meeting.

Mr. Mike Christensen reported that the bags that were left over from the Olympics which were discussed at the last meeting are no longer available. He stated that President Mansell has contacted a couple of national organizations about sponsoring the purchase of tote bags and will let the committee know.

Mr. Wayne Welsh indicated that another option would be a mug filled with salt water taffy.

Mr. Brian Allen, Utah Bankers Association, indicated that Sweets Candy has offered to donate the salt water taffy.

Social Events Subcommittee

Rep. Dillree told the committee that the Utah Bankers Association will be covering the cost of the breakfast buffet on the last day of the NCSL Conference in San Francisco. The committee will incur the cost of the table decorations, which will consist of American flags and Utah flags, with half of the tables having the outline of Utah in a honey container and the other half having a cube that moves and changes scenes and those decorations will be given away at the breakfast. Rep. Dillree also indicated that a round-trip ticket to Utah and a two-night stay at Park City will be given away at the breakfast and that the attendees will need to enter at the booth throughout the week to win the trip. She said there will be two large screens at each end of the room during the breakfast showing the continuous video that the committee viewed at the last meeting. There will also be four gift baskets which will be given away daily

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containing Utah products. There will be two arcade games at the booth; one on snowmobiling and one on ATVs which will be provided through the Utah Amusement and Music Association. She stated that the Social Events Subcommittee total budget will be \$30,446, which does not include the shirts that will be worn by the Legislature and staff at the booth and the breakfast.

Booth Subcommittee

Sen. Walker indicated that the Booth Subcommittee has the backdrop for the booth in San Francisco and one option that is being considered is to customize one column in the booth with the Department of Community and Economic Development sharing that expense. She said that there will be three separate videos being shown in the booth and that they are in need of more people to help in the booth. Sen. Walker told the committee that their budget will be \$3,500 to \$4,000 maximum.

Rep. Dillree asked if shirts would be provided for the spouses that will be attending the 2003 NCSL Annual Meeting in San Francisco. Sen. Waddoups said he would like to see everyone from Utah wearing the shirts in San Francisco. The committee decided that the spouses should have shirts as well.

Gifts

Sen. Eastman said the Gift Subcommittee is still up in the air regarding the gifts. They have made three decisions and all of them have been changed. They have talked to the Speaker and he has indicated that giving the gift baskets away each day rather than giving a small gift to each person would be sufficient.

Sen. Waddoups said his subcommittee has been working on the 2004 NCSL Annual Meeting activities and Stewart Smith and Eric Isom have been meeting with people regarding these activities.

Sen. Eastman indicated that he has had feedback regarding the use of the This is the Place Village for the closing social in the fact that it is a little primitive and if it rains or is really hot, it will be a negative experience rather than a positive one.

Mr. Welsh suggested that another option for the closing social would be the University of Utah's Huntsman Center with a stop at the Olympic Legacy Park. He distributed a handout with information about using this facility. He said he has contacted the Huntsman Center and it is available the week of the 2004 NCSL Annual Meeting. He has also talked to UTA and they said they can add extra cars to the scheduled trax trains to take people up to the Huntsman Center and the new line will also be open by then.

Sen. Walker said the zoo would be more than willing to work in cooperation with This is the Place Village if they want to use both facilities.

Mr. Smith reported that the LDS Church would like the committee to put together a comprehensive letter of what it wants them to assist with. Some of the possibilities would be to host an NCSL Executive Committee dinner in the Ambassador Room of the Joseph Smith Building; to make the conference center available with the Tabernacle Choir; to help with the purchase, at cost, of a Tabernacle Choir CD of American songs; to provide walking tour literature and other materials; to provide a family history offering at the booth in San Francisco; and to provide a reception area in the lobby or on the roof of the conference center.

5. Other Business

Rep. Curtis referred to the committee members RFP packet which includes a copy of the RFP to hire an events coordinator, the sample letter that went out with the RFP, and a list of people that the RFP's were sent to. He said that the deadline for responding to the RFP is July 7, 2003, and that staff will report back at the next meeting on the responses to the RFPs.

Mr. John Massey, Fiscal Analyst's Office, distributed a copy of the purchase orders to committee members and indicated that the purchase orders are printed and are available from Mark Bleazard at the Fiscal Analyst's Office.

6. Next Meeting/Adjourn

The committee scheduled a meeting on Monday, June 30, at 3:00 p.m. and a meeting on Monday, July 14 at 3:00 p.m.

Rep. Dillree suggested that if committee members could receive copies of the RFPs after the July 7th deadline and prior to the meeting on July 14, they could send their recommendations to staff and then staff could tally the RFPs and have the field narrowed down for that meeting. Ms. Taylor said that staff could propose a process at the June 30th meeting of how to evaluate the RFP's to get everyone involved.

MOTION: Sen. Waddoups moved to adjourn. The motion passed unanimously. Sen. Julander and Rep. Moss were absent for the vote.

Rep. Curtis adjourned the meeting at 4:37 p.m.

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